



ea Engaging Australia in global mission



MI / SWN MISSION MATCHING SERVICE

*Helping Agencies connect with
Enquirers*

**FULL PARTNER
USER MANUAL**

June 2015
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Introduction

The MMS provides an initial interface between Enquirers and Agencies where serious Enquirers can easily investigate a wide range of mission opportunities. The MMS is a mission “one stop shop” where people who are serious about mission but uncertain about a destination or ministry opportunities can use the websites for research because they understand that information from many diverse agencies is available in one place to help them make decisions. These “Enquirers” are strongly encouraged to enter their “personal profiles” and check out the resulting “matches” with Partner Agencies. These profiles are essentially expressions of interest as candidates.

The website incorporates:

- **A mission matching service** where
 - You can enter your agency details and update them as required;
 - Enquirers can enter their personal details and update them as required;
 - All Enquirers agree to a privacy clause allowing agencies to access their data;
 - As a **Full Partner** you can match Enquirers’ profiles against your agency profile, conduct other searches based on your own selection criteria, and mine the data base of enquirers
- **A web link to your site** with a brief description of your agency and contact details.
- **A “Top Needs” facility** where you can enter details of up to 5 opportunities suitable for a range of ages - on-line for regular update and management.
- **A “Short term Teams” facility** where you can enter details of up to 5 teams - on-line for regular update and management.

This manual has been designed to help you:

- Login for the first time and enter your agency data
- Update the information thereafter
- Search for comprehensive information on Enquirers.
- Understand and use the Matching Features
- Enter your Top 5 Needs for personnel
- Enter your Short term teams information

If you have any questions, please contact the Second Wind office on (07) 38436610, or Email admin@secondwind.net.au, or Skype `second_wind_network`. If you need help in entering your data we are able to walk you through the process live on Skype, or phone.

Index

Section	Content	Page
1	Getting Ready.....	2
2	Getting Started.....	3
3	Enter/Edit Agency Information..... 3.1 Enter/Edit Contact Information..... 3.2 Enter/Edit Service Information..... 3.3 Enter/Edit Ministry Opportunities..... 3.4 View your Agency Profile.....	4 4 6 7 8
4	Mission Matching Service..... 4.1 List of Enquirers as in Reminder Email 4.2 Viewing Matches in Detail..... 4.3 Run Matching Program 4.4 View Enquirer Profile..... 4.5 Managing your Matches..... 4.6 Manage Listnames and Profile age..... 4.7 Match Filters.....	8 9 10 10 11 11 12 12
5	Search Features..... 5.1 Search for Enquirer by Name or State..... 5.2 Advanced Searches for Enquirers..... 5.3 Supersearches.....	13 13 14 15
6	Top Needs Section.....	16
7	Short term Teams Section	20
8	Email Enquiries Generated From The Enquirer's Profile	23
9	Other Information.....	24

1. Getting Ready (for new partners only)

As a Partner of the MMS, your agency has been allocated a **Username and Password** which will allow you to access the software program for the first time to enter your agency's profile information. You will be able to change these to suit yourself once you have logged into the program.

At present your agency is in the system but INVISIBLE to enquirers.

Before you login to the system, you will need to have certain information ready for data entry. Once your agency has been activated in the MMS database, it is in your interests that your data is all entered as soon as possible; so that the MMS Administrator can make your agency visible to enquirers. Therefore we advise the following process:

1. Collect the necessary data on the blank worksheets supplied in the appendix.
2. Set aside 30 – 45 mins to enter the data.
3. Contact the MMS Administrator to make your database information VISIBLE.

Blank worksheets are attached as a separate Word document to help you compile your data.

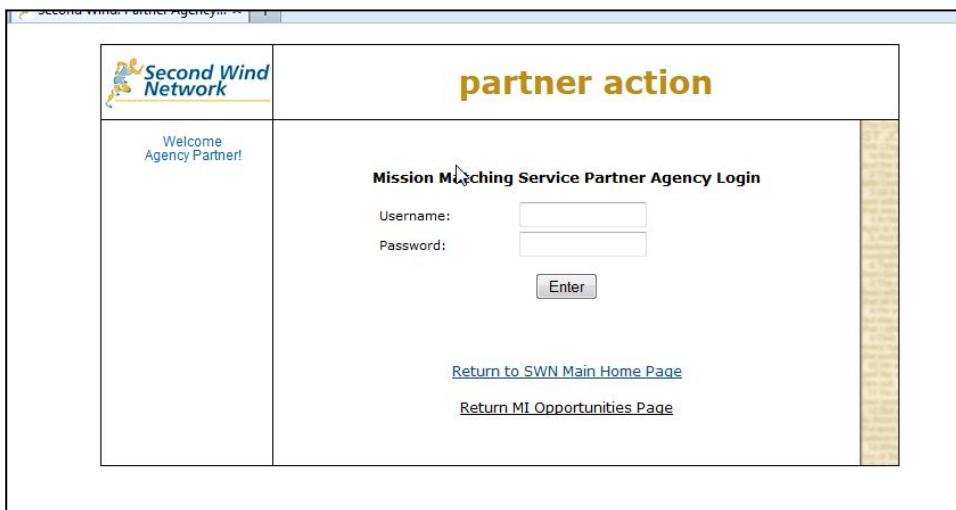
The **Top Needs** and **Teams** sections can be completed independently, as they do not form part of your profile for matching purposes. But once your profile is entered, it is in your interests to also list your top needs and teams.

2. Getting Started

Go to Second Wind website homepage – <http://www.secondwind.net.au> or to the Missions Interlink Opportunities section - <http://www.missionsinterlink.org.au/opportunities>.

Click on the **Partner Login** button located in the Sidebar. The Login page will display.

An alternative Login is a sub-menu item under *Partners* on the SWN site



The screenshot shows a web-based login interface. At the top, a banner reads "partner action". On the left, there is a logo for "Second Wind Network" and a message "Welcome Agency Partner!". The central area is titled "Mission Matching Service Partner Agency Login". It contains two input fields: "Username" and "Password", and a "Enter" button. Below these fields are two links: "Return to SWN Main Home Page" and "Return MI Opportunities Page".

Login using the user name and password supplied. **Please note that these are case sensitive.**

The **Agency Main Menu** page will then be displayed. (This is the main menu. - see next page)

The following is an explanation of the items on this page:

partner action	
 <p>Welcome Agency Partner!</p> <p>Test — Agency Main Menu</p> <p><i>Full Partner, Not yet visible on website Please complete profile entry and contact SWN office</i></p> <p>Click here for [HELP]</p> <p>Matching Service:</p> <p>View Your Candidate Matches</p> <p>Run Matching Program (19 candidates are unmatched.)</p> <p>Enter/Edit Match Filters</p> <p>Manage List Names</p> <p>List of Enquirers as per Reminder Email</p> <p>Search the Database:</p> <p>Search for Enquirers by Name</p> <p>Search for Enquirers By Occupation</p> <p>Search for Enquirers By Qualifications</p> <p>Search for Enquirers By Ministry Preference</p> <p>Search for Enquirers By Date of Entry or Last Update</p> <p>Super Search for Enquirers (all other profile parameters)</p> <p>Manage the Test Profile:</p> <p>View the Test Profile</p> <p>Edit Contact Information</p> <p>Edit Service Information</p> <p>Edit Ministry Opportunities</p> <p>Manage the Test Top Needs:</p> <p>Enter/Edit/Delete Top Needs</p> <p>Manage the Test Teams:</p> <p>Enter/Edit/Delete Teams</p> <p>Logout</p>	<p>Click on HELP to display an explanatory HELP page.</p> <p>View, update, and manage Enquirer Matches, (more info later).</p> <p>The Search the Database section provides different types of searches (more info later).</p> <p>The Manage [Agency Name] Profile section allows you to enter and edit your specific agency information</p> <p>The Top Needs section allows you to enter up to 5 of your most urgent needs.</p> <p>The Teams section allows you to enter up to 5 of your Short term Teams</p>

3. Enter/Edit Agency Profile Information

Once you are logged on as a Partner, you will need to initially **enter** your agency information and thereafter **edit** it from time to time to keep it updated. There are 3 sections of information.

3.1. Contact Information.

(Located in the **Manage the [AgencyName] Profile** section in bottom section of screen.)

Complete the full contact details for your agency. The first time you log on you will see the Username and Password allocated by SWN. You may now change these if you desire.

There are 2 other sections:

Manage Service Information (Time commitment, languages, & World regions)

Manage Ministry Opportunities (Personnel needs & types)

partner action																																											
 Welcome Back! Agency Main Menu	<p>Test Contact Information</p> <p>Use this form to edit contact information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Agency Name:</td><td>Test</td></tr> <tr><td>Org Abbreviation:(No spaces)</td><td>test</td></tr> <tr><td>User Name:</td><td>test</td></tr> <tr><td>Password:</td><td>test</td></tr> <tr><td>Key Contact Name:(Displayed on SWN Website)</td><td>Lindsay O'Toole</td></tr> <tr><td>Contact Email:(Displayed on SWN Website)</td><td>test@secondwind.net.au</td></tr> <tr><td>Contact Phone:(Displayed on SWN Website)</td><td>07 38436610</td></tr> <tr><td>Alternate/Admin Contact:(Not displayed)</td><td>Mary O'Toole</td></tr> <tr><td>Alternate/Admin Email:(Not displayed)</td><td></td></tr> <tr><td>Agency Address:</td><td>Cadogan St</td></tr> <tr><td>City or Town:</td><td>Carindale</td></tr> <tr><td>State:</td><td>QLD</td></tr> <tr><td>Post code:</td><td>4152</td></tr> <tr><td>Country:</td><td>Australia</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Agency Phone:(Not displayed)</td><td>07 38436610</td></tr> <tr><td>Agency Fax:</td><td></td></tr> <tr><td>Main Web Address: Include http://</td><td>http://www.secondwind.net.au</td></tr> <tr><td>Positions Vacant Web Address: Include http://</td><td>http://www.secondwind.net.au/opj</td></tr> <tr><td>Optional Third Web Address: Include http://</td><td></td></tr> <tr><td>Facebook Web Address: Include http://</td><td>https://www.facebook.com/secon</td></tr> </table>	Agency Name:	Test	Org Abbreviation:(No spaces)	test	User Name:	test	Password:	test	Key Contact Name:(Displayed on SWN Website)	Lindsay O'Toole	Contact Email:(Displayed on SWN Website)	test@secondwind.net.au	Contact Phone:(Displayed on SWN Website)	07 38436610	Alternate/Admin Contact:(Not displayed)	Mary O'Toole	Alternate/Admin Email:(Not displayed)		Agency Address:	Cadogan St	City or Town:	Carindale	State:	QLD	Post code:	4152	Country:	Australia			Agency Phone:(Not displayed)	07 38436610	Agency Fax:		Main Web Address: Include http://	http://www.secondwind.net.au	Positions Vacant Web Address: Include http://	http://www.secondwind.net.au/opj	Optional Third Web Address: Include http://		Facebook Web Address: Include http://	https://www.facebook.com/secon
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Optional Third Web Address: Include http://																																											
Facebook Web Address: Include http://	https://www.facebook.com/secon																																										

Notes:

Key Contact Name, Email, & Phone:
As it should appear for all contact purposes on the website. (see below)

Description: This should be succinct and **compelling**, and describe your **distinctives**. What makes your organisation different from all the others? Provide sufficient information to encourage viewers to want to access your website for more. This description will appear in your Agency Profile, and also on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies*
Recommended length is 250 words.

Nominating your contacts:

The **key contact person**, email and phone will appear on the website under your agency description. All electronic enquiries generated from the website will be automatically directed to this address.

The **alternate/admin or “link” person** should be someone we can contact for admin purposes or in the absence of the Key contact.

Both of these people are able to regularly mine the data base.

Some agencies nominate a mobiliser in the key role and an admin staff person (maybe the Mobiliser's PA) as the alternate contact which is helpful if the key person travels regularly.

Other agencies allow all their State Directors access to view matches, while limiting the editing of the Profile, Top Needs & Teams to a central staffer.

Web addresses There is provision for up to 4 weblinks to be displayed: the Main website Home page, Positions Vacant or something appropriate for recruiting, your Facebook page, and an optional link for using with say a video clip.

When completed, press the **Submit** button at bottom of screen.

In future, if you want to review this page but make no changes, you can select the [Return to your Main Menu Page](#) link instead.

An Advisory screen will be displayed confirming that the information has been received. This appears every time you click the **Submit** button.

 <p>Welcome Back! Agency Main Menu</p> <p>partner action</p> <p>Test Contact Information Use this form to edit contact information.</p> <p>THE REVISED INFORMATION HAS BEEN RECEIVED - THANK YOU</p> <p>Test — Profile Options</p> <p>Enter/Edit Contact Information Enter/Edit Service Information Enter/Edit Ministry Opportunities</p> <p>Return to your Agency Main Menu Page</p> <p><< Back</p> <p>Need help? Feel free to contact the Second Wind Network webmaster.</p>	<p>Now continue to enter data for the other two areas –</p> <p>➤ Service Information ➤ Ministry Opportunities</p>
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3.2. Enter/Edit Service Information:

This comprises:

- Time commitment choices
- Languages other than English
- Regions of the World
- Information about Vision/Short-term trips offered

 <p>Welcome Back! Agency Main Menu</p> <p>partner action</p> <p>Test Service Information</p> <p>Matching of opportunities will be based on information indicated below including</p> <ul style="list-style-type: none"> • Time Commitment choices, • Regions of the world selections • Languages known, if any and • Ministry Preferences for both spouses (To be selected in the next section) <p>Time Commitment: Select the length of service opportunities offered.</p> <p> <input checked="" type="checkbox"/> Short Term - Less than a month <input checked="" type="checkbox"/> Short Term - 1 to 3 months <input checked="" type="checkbox"/> Short Term - 4 to 6 months <input type="checkbox"/> Short Term - 6 months to 2 years <input type="checkbox"/> Medium term 1-3 yrs <input type="checkbox"/> Long term (More than 3 yrs) <input type="checkbox"/> Summer opportunities <input type="checkbox"/> Part time (locally in Australia) <input type="checkbox"/> Part of each year </p> <p>Languages:</p> <p>Select languages used in ministry with your organization</p> <p>Apart from English, what language(s) will be useful in the ministries of your agency.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Spanish <input type="checkbox"/> German <input type="checkbox"/> Russian <input type="checkbox"/> Japanese <input type="checkbox"/> Indonesian <input type="checkbox"/> Another European Language <input type="checkbox"/> Another Asian Language <input type="checkbox"/> A Pacific Island Language <input type="checkbox"/> A Melanesian language </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> French <input type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Mandarin <input type="checkbox"/> Thai <input type="checkbox"/> Arabic <input type="checkbox"/> An Indian Language <input type="checkbox"/> An African Language <input type="checkbox"/> An Aboriginal Language </td> </tr> </table>	<input checked="" type="checkbox"/> Spanish <input type="checkbox"/> German <input type="checkbox"/> Russian <input type="checkbox"/> Japanese <input type="checkbox"/> Indonesian <input type="checkbox"/> Another European Language <input type="checkbox"/> Another Asian Language <input type="checkbox"/> A Pacific Island Language <input type="checkbox"/> A Melanesian language	<input type="checkbox"/> French <input type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Mandarin <input type="checkbox"/> Thai <input type="checkbox"/> Arabic <input type="checkbox"/> An Indian Language <input type="checkbox"/> An African Language <input type="checkbox"/> An Aboriginal Language	<p>Notes: Enquirers run their matches against the first 3 items, so ensure this information is accurate.</p>
<input checked="" type="checkbox"/> Spanish <input type="checkbox"/> German <input type="checkbox"/> Russian <input type="checkbox"/> Japanese <input type="checkbox"/> Indonesian <input type="checkbox"/> Another European Language <input type="checkbox"/> Another Asian Language <input type="checkbox"/> A Pacific Island Language <input type="checkbox"/> A Melanesian language	<input type="checkbox"/> French <input type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Mandarin <input type="checkbox"/> Thai <input type="checkbox"/> Arabic <input type="checkbox"/> An Indian Language <input type="checkbox"/> An African Language <input type="checkbox"/> An Aboriginal Language		

Press **Submit** to lodge the information. An Advisory screen will again be displayed, confirming the information has been received, and warning of any areas without selections.

3.3. Enter/Edit Ministry Opportunities

The information in this section is also used for matching purposes.

partner action																																								
 Welcome Back! Agency Main Menu	<p>Test Ministry Opportunities</p> <p>Rather than selecting many areas of ministry, it is best to select a few that are of the most interest to you in order to receive the best "matches". Ministry Opportunity selections can always be altered later. Only check areas where Test has multiple opportunities, not where only one slot needs to be filled. These should be entered in the Top Needs. At least one Ministry Opportunity must be selected to activate this area.</p> <p>If you have Ministry Opportunities within Australia, please select the category in the MINISTRY IN AUSTRALIA box, then the more specific ministry opportunities in the following sections.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> MINISTRY IN AUSTRALIA <input checked="" type="checkbox"/> Indigenous/Aboriginal <input type="checkbox"/> Refugees <input type="checkbox"/> Migrants </td> <td style="width: 33%; padding: 5px;"> <input type="checkbox"/> International Students <input type="checkbox"/> Agency Administrative Support <input type="checkbox"/> Technical Support </td> <td style="width: 33%; padding: 5px;"> <input type="checkbox"/> Other Support Roles </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> CHURCH DEVELOPMENT <input type="checkbox"/> Bible Teaching <input type="checkbox"/> Bible Translation <input type="checkbox"/> Conference Coordination </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Church Planting <input type="checkbox"/> Discipleship <input type="checkbox"/> Leadership Training </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Mentoring Leadership <input type="checkbox"/> Youth/Children ministry </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> COMMUNICATIONS <input type="checkbox"/> Drama <input type="checkbox"/> Visual Arts <input type="checkbox"/> Music / Choral </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Writers <input type="checkbox"/> Radio <input type="checkbox"/> Video/TV </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Web Content <input type="checkbox"/> Web Layout/Design <input type="checkbox"/> Web Programming </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Editors <input type="checkbox"/> Graphic Design </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> COMMUNITY DEVELOPMENT <input type="checkbox"/> Agriculture <input type="checkbox"/> Appropriate Technology <input type="checkbox"/> Construction/Management </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Construction/Trade <input type="checkbox"/> Children/Youth <input type="checkbox"/> Environmental </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Physically Challenged <input type="checkbox"/> Public Health <input type="checkbox"/> Relief (Logistics) </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> CONSTRUCTION AND MAINTENANCE <input checked="" type="checkbox"/> Carpenter <input type="checkbox"/> Bricklaying <input type="checkbox"/> Electrician </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <input type="checkbox"/> Job Site Foreman <input type="checkbox"/> Handyman/Maintenance <input type="checkbox"/> Masonry </td> </tr> </table>	MINISTRY IN AUSTRALIA <input checked="" type="checkbox"/> Indigenous/Aboriginal <input type="checkbox"/> Refugees <input type="checkbox"/> Migrants	<input type="checkbox"/> International Students <input type="checkbox"/> Agency Administrative Support <input type="checkbox"/> Technical Support	<input type="checkbox"/> Other Support Roles	CHURCH DEVELOPMENT <input type="checkbox"/> Bible Teaching <input type="checkbox"/> Bible Translation <input type="checkbox"/> Conference Coordination			<input type="checkbox"/> Church Planting <input type="checkbox"/> Discipleship <input type="checkbox"/> Leadership Training			<input type="checkbox"/> Mentoring Leadership <input type="checkbox"/> Youth/Children ministry			COMMUNICATIONS <input type="checkbox"/> Drama <input type="checkbox"/> Visual Arts <input type="checkbox"/> Music / Choral			<input type="checkbox"/> Writers <input type="checkbox"/> Radio <input type="checkbox"/> Video/TV			<input type="checkbox"/> Web Content <input type="checkbox"/> Web Layout/Design <input type="checkbox"/> Web Programming			<input type="checkbox"/> Editors <input type="checkbox"/> Graphic Design			COMMUNITY DEVELOPMENT <input type="checkbox"/> Agriculture <input type="checkbox"/> Appropriate Technology <input type="checkbox"/> Construction/Management			<input type="checkbox"/> Construction/Trade <input type="checkbox"/> Children/Youth <input type="checkbox"/> Environmental			<input type="checkbox"/> Physically Challenged <input type="checkbox"/> Public Health <input type="checkbox"/> Relief (Logistics)			CONSTRUCTION AND MAINTENANCE <input checked="" type="checkbox"/> Carpenter <input type="checkbox"/> Bricklaying <input type="checkbox"/> Electrician			<input type="checkbox"/> Job Site Foreman <input type="checkbox"/> Handyman/Maintenance <input type="checkbox"/> Masonry		
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Notes:

If you check every box, your agency will match with every Enquirer, so it is best to carefully follow the instructions on the page and be discerning in your selection.

Press **Submit** to lodge the information.

An Advisory screen will again be displayed, confirming the information has been received.

3.4. View Agency Profile

Now You Can View The Resultant Profile For Your Agency

Press [Return to your Main Menu Page.](#)

In the Manage Agency Profile section, press [View the Agency Profile](#).

partner action	
 Welcome Back! Agency Main Menu	<p>Need help? Feel free to contact the Second Wind Network webmaster.</p> <p style="text-align: right;">close window</p> <p>Agency Profile</p> <p>Agency: Test</p> <p>Main Web Address: http://www.secondwind.net.au Positions Vacant Web Address: http://www.secondwind.net.au/opportunities/swn-positions/</p> <p>Additional Web Address: Facebook Page: https://www.facebook.com/secondwindnetwork</p> <p>Contact Person: Lindsay O'Toole Email: test@secondwind.net.au Address: Cadogan St Carindale, QLD 4152 Australia Phone: 07 38436610</p> <p>Description: Description goes here. test's agency to test use of apostrophes</p> <p>Time periods for assignments: Less than a month Short 1 - 3 months Short 4 - 6 months</p> <p>Languages other than English useful in certain assignments: Spanish Mandarin</p> <p>Agency activities in these regions: Australia</p> <p>Ministry Areas: MINISTRY IN AUSTRALIA - Indigenous/Aboriginal CONSTRUCTION AND MAINTENANCE - Carpenter</p> <p style="text-align: right;">close window</p>

Notes:

The web addresses are direct links to your websites.

The email address is also a direct link.

Enquirers who have lodged profiles will view your profile with some additional matching information.

Check the profile, to ensure it provides a correct description of your agency. You may edit it at any time from your Agency Main Menu Page. Return to that page by pressing the **Close Window** button.

When this profile is viewed by an Enquirer who has lodged their own profile, it also displays a pre-formatted email enquiry form, to make it easy for Enquirers to contact the Key Contact Person .

4. Mission Matching Service

This system is the main feature of the website. Individual Enquirers enter their profiles with the same criteria as the agencies, and then both can determine how their preferences match up. Matching is based on 5 criteria in the Agency and Enquirer profiles:

- Ministry Preferences of Enquirer
- Ministry Preferences of Spouse (if married)
- Regions of the World
- Languages other than English
- Time Commitment

You can only view Enquirers who have expressly given permission for agencies to view their data.

Although Enquirers are encouraged to directly contact Agencies with whom they have high matches, Agencies are also encouraged to directly follow up Enquirers who match with their profiles, or otherwise look like potential recruits.

4.1 List of Enquirers as in Reminder Email

This list enables you to see all new enquirer profiles recently entered, similar to the list enclosed in the bi-monthly reminder email sent out by the MMS Administrator, but it also incorporates the % match with your agency, and the Match List assigned to the enquirer. (default is *New Listings* – see **Sec 4.6**). The email does NOT include matching information.

<p>Agency Main Menu</p>	<p>Search for Enquirers by Date Entered/Updated</p> <p>Use this utility to find a list of enquirer profiles ordered by Date Entered/Updated Search utility for Test Agency</p> <p>Order by: <input checked="" type="radio"/> By Entered/Updated <input type="radio"/> By Last Name</p> <p>Search</p> <p style="text-align: center;"><< Back To return to previous page</p> <p style="text-align: center;">Return to the Agency Account Options page.</p>
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Any profiles that have not yet been updated for matching will show with a NIL % match value. By clicking on a name you can view the enquirer's full profile. It's a quick way to view your matches.

 <p>Welcome Back!</p> <p>Agency Main Menu</p>	<p>partner action</p> <p>Search for Enquirers by Date Entered/Updated</p> <p>Click on the name to view the enquirer profile.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Names</th> <th style="text-align: left; padding: 2px;">MatchRate MatchList</th> <th style="text-align: left; padding: 2px;">Updated Orig Entered</th> <th style="text-align: left; padding: 2px;">Occupation(s) & Qualifications</th> <th style="text-align: left; padding: 2px;">Website Source</th> <th style="text-align: left; padding: 2px;">State</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Ian & Gayle Gook</td> <td style="padding: 2px;">%</td> <td style="padding: 2px;">2015-05-24 2015-04-24</td> <td style="padding: 2px;">Pastrycook as a young adult/Ordained Baptist Minister/Aged Care Chaplain (Ret) Dip Th (MBI), Dip Theol (MCD) M.Min (MCD) Retired Dip Th (MBI), Deaconess Training Baptist Theo. 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See Sec 4.3 (Run Matching Program) over page for how to update the Matching % if it is not displayed.

4.2. Viewing Matches in Detail

(Link located at top of Main Menu screen)

When you select **View Your Enquirer Matches**, the screen displays a list of all Enquirers matching your profile criteria, sorted according to Match Rate initially. The percentages are based on the 5 criteria above. You can also choose **Alternative Lists**.

You can also **SORT** by Match Rate, Profile Age, or State.

Depending on the Match Filters chosen (Sec 4.5), some of these columns may not display. (eg If you close “Exclude Profiles with Divorce”, the “Divorce” column will not display nor will Profiles with Divorces)

Enquirers with choices that fit your criteria:
Choose List and Display Order (Match Rate, Profile Age or State) from pull-down lists below

View List: **New Listings** **Match Rate** **View Selected List**

Manage List Names & Profile Age **Review/Change Match Filter Settings**

	List: New Listings Name	Match Rate	Ministry Prefs	Spouse Prefs	Time Period	Regions	Languages (Not English)	Australia State	Australia Only	Financial Status	Paid Only	Divorce Status	Days since Entry/Update	Note
Select	<input type="checkbox"/> Kelly, Julie	80	Y	N	QLD		4		65	Pencil				
	<input type="checkbox"/> Sibrava, Alan	60	N	Y	Y	N	Y	Y	NSW		4	D	63	Pencil
	<input type="checkbox"/> Welsh, Trevor	60	Y	Y	N	Y	N	N	NSW		4		88	Pencil
	<input type="checkbox"/> Palasirine, Riitta	40	Y		N	N	N	N	ACT		5	D	57	Pencil
	<input type="checkbox"/> Waring, Colleen	40	N	N	Y	Y	N	N	SA		5		89	Pencil
	Move selected to New Listings Move													

Financial Status code: 0=In debt; 1=Paid positions only; 2=Need full funding plus retirement funds; 3=Need full funding; 4=Partially Self-supported; 5=Fully Self-supported

Divorce History Code: D=Primary Person; S=Spouse Been Divorced; B=Both Been Divorced.

Note, as requested:
 Matches at and below 20 percent are not shown.
 Matches for profiles updated more than 90 days ago are not shown.

Review/Change Match Filter Settings

Choose List & Sorting order, then press **View Selected List**

Manage List Names & Profile Age
 See Section 4.4 below

Review Filter Settings
 See Section 3.4 below on Enter/Edit Match Filters.

Enquirer name link
 Click on a name to display the Enquirer's full profile.

Manage your matches – move selected profiles to the Match list of your choice (see Sec 4.3 next page)

4.3. IMPORTANT Run /Rerun Matching Program

Matching Service:

[View Your Candidate Matches](#)

Run Matching Program (19 candidates are unmatched.)
 The ministry profile has been revised. After completing all adjustments ...
[Re-Run Matching Program to revise inquirer matching percentages.](#)
[Enter/Edit Match Filters](#)
[Manage List Names](#)

[List of Enquirers as per Reminder Email](#)

If any new Enquirers have registered or updated a profile since you last logged on, an additional option will display – **“Run Matching Program (n Enquirers are Unmatched)”**.

Select this option, and your list of

Enquirers will be automatically updated. If you have altered your profile, you will also see a separate command – “The ministry profile has been revised. After completing all adjustments [Re-Run Matching Program to revise inquirer matching percentages](#).

4.4. "View an Enquirer Profile

By clicking on a name in any match list, you can view the Enquirer's full profile, which includes a live email link.

enquirer profile	
 Welcome Back!	<p>Testy Test is in your match listings at 40 percent on the New Listing list.</p> <p style="text-align: center;">close window</p> <p>Process Stage: I am in the Beginning stage of this journey. First Entered: 2008-05-30 Last updated: 2009-08-04</p> <p>Enquirer: Testy Test Born in: Jul 1947 Qualifications: BA Occupation: retired Citizen/Perm Res: Yes</p> <p>Bible Training: Formal: No Informal: No</p> <p>Email: lindsay@secondwind.net.au</p> <p>Address: 66 Cadogan St Carindale, QLD 4152 Australia</p> <p>Day Phone: 07 38436610 Evening Phone: 0437731802 Best time to call: Working hours</p> <p>Family Status: Marital status: Single Children Total: 0 Dependents at home: 0 Available Short-Term: Now Dependents elsewhere: 0 Available Long Term: 2009 Independent children: 0</p> <p>Ministry Preferences: CHURCH DEVELOPMENT - Bible Translation CHURCH DEVELOPMENT - Church Planting COMMUNICATIONS - Visual Arts COMMUNITY DEVELOPMENT - Appropriate Technology</p>

This will give you a reasonable amount of information about the Enquirer, so you determine whether to contact them further. If you view the Profile by clicking on the name in the List of Matches, any **matching** Ministry Preferences will be **in bold**.

4.5. Managing your Matches

At the bottom of the list is a yellow panel with words "**Move selected to**". This is a Pull-down list, initially reading "New Listings", but when you click on the down arrow, it will display a number of other different categories. You can use this facility to organise the profiles after you have viewed them eg If you have decided that you are not interested in someone, you can move them into the **DELETED** category, and it will not be visible in "New Listings" next time. If you do not move them from the "New Listings" list, they will keep appearing there.

You can file particular Enquirers under any of the categories in the Pull-down list, to suit your particular requirements. This is recommended so that you can manage the profiles after you have viewed them, and possibly only have new Enquirers displayed in the default "New Listings" each time you log on.

Click the Select boxes for those Enquirers you wish to file, choose the appropriate List category, and click the **Move** button. At the top of the page is a similar Pull-down list, so you can select which category to view at any time. "New Listings" is the default category.

This only affects the way your agency will view the profiles. They still remain on the master MMS database.

When you view an enquirer's profile, (by clicking on a specific name) you will see the same option to file their profile under a specific listname, at the bottom of the page. This enables you to view a profile, re-classify it if desired, without first returning to the main match-list. However, you will need to refresh your screen to see the changes effected.

You can also rename most of the Listnames to suit your particular requirements if desired. Click on the **Manage List Names & Profile Age** link and you will be taken to a new page where you can rename these lists and also select the maximum age of the profiles you wish to be displayed. (see 4.6 below)

Click the “pen” symbol  to display a **NOTES** screen where you can record your own information about the Enquirer. No one else can see this Notes screen, which is exclusive to your agency.

4.6. Manage Listnames and Age of Profiles

<p>Welcome Back!</p> <p>Agency Main Menu</p>	<p>Manage Match List Names</p> <p>You can change List Names 3-7 to suit the requirements of your agency</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">List Item</th> <th style="width: 30%;">New List Name</th> <th style="width: 55%;">Current Name</th> </tr> </thead> <tbody> <tr> <td>List Name 1</td> <td>-</td> <td>New Listing</td> </tr> <tr> <td>List Name 2</td> <td>-</td> <td>Saved</td> </tr> <tr> <td>List Name 3</td> <td><input type="text" value="Non-Active"/></td> <td>Non-Active</td> </tr> <tr> <td>List Name 4</td> <td><input type="text" value="Short-Term"/></td> <td>Short-Term</td> </tr> <tr> <td>List Name 5</td> <td><input type="text" value="Long Term"/></td> <td>Long Term</td> </tr> <tr> <td>List Name 6</td> <td><input type="text" value="Australia Only"/></td> <td>Australia Only</td> </tr> <tr> <td>List Name 7</td> <td><input type="text" value="Active Following up"/></td> <td>Active Following up</td> </tr> </tbody> </table> <p>View profiles that are no older than <input type="text" value="365"/> days</p>	List Item	New List Name	Current Name	List Name 1	-	New Listing	List Name 2	-	Saved	List Name 3	<input type="text" value="Non-Active"/>	Non-Active	List Name 4	<input type="text" value="Short-Term"/>	Short-Term	List Name 5	<input type="text" value="Long Term"/>	Long Term	List Name 6	<input type="text" value="Australia Only"/>	Australia Only	List Name 7	<input type="text" value="Active Following up"/>	Active Following up	<p>Here you can rename Listnames 3-7 to suit your particular requirements, if desired. If you leave a name blank, it will revert to the default name (listed as current names here).</p> <p>You can also choose the maximum age of profiles to be displayed. (also available in the Match Filters screen - Sec 4.7).</p>
List Item	New List Name	Current Name																								
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4.7. Match Filters

You can set up match filters additional to the 5 criteria used in the profile, to suit your agency's particular needs.

Additional options available are to filter out those Enquirers:

- Not living in Australia
- Not willing to serve outside Australia
- With a history of divorce
- Only seeking paid positions
- Whose profiles are older than the specified no of days.
- Who have a match rating below your specified minimum match rating.

You can apply the Match rate filter to all match lists or just new listings

Select **Enter/Edit Match Filters** on the Agency Main Menu Page.

<p>Welcome Back!</p> <p>Agency Main Menu</p> <p>Enquirer Match Filter Options</p> <p>You may select the option to have names deleted from your match listings that</p> <ol style="list-style-type: none"> 1. are from outside Australia and/or 2. indicate they will serve only in Australia (that is - Are not willing to serve overseas) 3. have been divorced (either husband or wife, if a couple.) 4. have a match rate percentage below your specified level. 5. specify they will only consider paid positions. 6. hide those that have not entered/updated their profile within a specified period. <table border="1" style="margin-top: 10px; border-collapse: collapse; text-align: center;"> <tr> <td>Ministry Name</td> <td>Abbrev</td> <td>Key Contact</td> </tr> <tr> <td>Test Agency</td> <td>TEST</td> <td>Lindsay test</td> </tr> <tr> <td colspan="3">Email:</td> </tr> <tr> <td colspan="3">lindsay@secondwind.net.au</td> </tr> </table> <p>If this is not the name of your mission agency... please contact the Second Wind Network office.</p> <table border="1" style="margin-top: 10px; border-collapse: collapse; text-align: center;"> <tr> <td colspan="2">Current choices:</td> </tr> <tr> <td>Filter those not living in Australia?</td> <td>No</td> </tr> <tr> <td>Filter those not willing to serve outside Australia?</td> <td>No</td> </tr> <tr> <td>Filter those with a history of divorce?</td> <td>No</td> </tr> <tr> <td>Filter those only seeking paid positions?</td> <td>No</td> </tr> </table>	Ministry Name	Abbrev	Key Contact	Test Agency	TEST	Lindsay test	Email:			lindsay@secondwind.net.au			Current choices:		Filter those not living in Australia?	No	Filter those not willing to serve outside Australia?	No	Filter those with a history of divorce?	No	Filter those only seeking paid positions?	No	
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5. Additional Search Features

There are several search utilities on the Main Menu page, in the **Search the Database** section:

1. Search for Enquirers by Name or State.
2. Supersearch for Enquirers eg by Age, Marital status, Time commitment, etc.
3. Other Searches based on Qualifications, Occupation, Ministry Preferences or Update date.

The searches are completely independent of the criteria in your profile.

5.1. Search for Enquirers by Name or State

Follow the instructions of the screen to locate specific individuals or a full list of all Enquirers. By clicking on an individual name in the list, you will display their complete profile.

<p>Search for Enquirers by Name with matches</p> <p>Use this utility to find an enquirer profile if the first or last name is already known.</p> <p>Enter first OR last name fragment in Enquirer Name box.</p> <p>To display all names, leave Enquirer Name box blank</p> <p>Search utility for Test Agency</p> <p>Enquirer Name: <input type="text"/></p> <p>Order by: <input checked="" type="radio"/> By Last Name <input type="radio"/> By State</p> <p>Search</p> <p><< Back To return to previous page</p> <p>Return to the Agency Account Options page.</p>

The lists can be sorted by Name order or State order. The list will also display the %match with your agency and the Listname under which you have filed the profile.

5.2. Advanced Searches for Enquirers by Qualifications , Occupation, etc

This feature has 4 specific search options:

- Qualifications
- Occupation
- Ministry preferences
- Date of last entry or update

Click on the search of your choice. Then select any additional filters you wish to apply.

Click on **Find**.

<p>Agency Main Menu</p> <p style="text-align: center;">Enquirer Advanced Search Report</p> <p>Individuals that enter their personal profiles indicate their qualifications and occupation in a free form text field.</p> <p>Find:</p> <ol style="list-style-type: none"> 1. Enquirers by Qualifications or 2. Enquirers by Occupation or 3. Enquirers by their selected Ministry Preference 4. Enquirers recently updated <table border="1" style="margin-top: 10px; border-collapse: collapse; text-align: center;"> <tr> <td>Agency Name</td> <td>Abbrev</td> <td>Key Contact</td> <td>Email</td> </tr> <tr> <td>Second Wind Network</td> <td>SWN</td> <td>Lindsay Fell</td> <td>info@secondwind.net.au</td> </tr> </table> <p>Omit any user entries from this report that</p> <p style="margin-left: 20px;"> <input type="checkbox"/> are from outside Australia; and/or <input type="checkbox"/> have a history of divorce. <input checked="" type="radio"/> Order list by last name or <input type="radio"/> Order list by date updated. </p> <p>Choose a report:</p> <p style="margin-left: 20px;"> <input type="radio"/> View enquirers by Qualifications or <input checked="" type="radio"/> View enquirers by Occupation or <input type="radio"/> View enquirers by Ministry Preferences. <input type="radio"/> View enquirers entered/updated in last <input type="text" value="7"/> days. </p> <p style="text-align: center;"><input type="button" value="Find"/></p>	Agency Name	Abbrev	Key Contact	Email	Second Wind Network	SWN	Lindsay Fell	info@secondwind.net.au	<p>Note:</p> <p>As Enquirers enter their qualifications and occupation in “free text” fields, the software searches on fragments of the relevant qualifications or occupations to find all Enquirers or Spouses that match these choices. Because it is difficult to predict what words Enquirers will specifically use, at times the search results may pick up additional Enquirers not matching the desired search result.</p>
Agency Name	Abbrev	Key Contact	Email						
Second Wind Network	SWN	Lindsay Fell	info@secondwind.net.au						

On the next screen select the particular Occupation, (or Qualification or Ministry Preferences) you want to find, and any additional filters. For Occupation and Qualification searches, you can select only one option, but for Ministry Preferences you may select up to 3 options.

<p>Agency Main Menu</p> <p>Main Home Page</p> <p>Agency Home Page</p> <p>SecondWind Network 66 Cadogan St Carindale, QLD 4152 Phone: 07 38436610</p> <p><Email SWN Office></p>	<p style="text-align: center;">Enquirers Having Selected Occupation Report for Second Wind Network</p> <p>Optional: Further filter by <input type="button" value="Select State"/></p> <p>Optional: Further filter by [NEW!] Age (This test is applied to the user only, not the spouse.) Low Age: <input type="button" value="Low Age"/> High Age: <input type="button" value="Upper Age"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Select</th> <th>Job Title List</th> <th>Select</th> <th>Job Title List</th> <th>Select</th> <th>Job Title List</th> </tr> <tr> <td colspan="2">Agriculture</td> <td colspan="2">Church Related</td> <td colspan="2">Communications</td> </tr> <tr> <td><input type="radio"/></td> <td>Agronomist</td> <td><input type="radio"/></td> <td>Farmer</td> <td><input type="radio"/></td> <td>Horticulture</td> </tr> <tr> <td><input type="radio"/></td> <td>Veterinarian</td> <td></td> <td></td> <td><input type="radio"/></td> <td>Missionary</td> </tr> <tr> <td colspan="2">Church Related</td> <td colspan="2">Communications</td> <td colspan="2">Education</td> </tr> <tr> <td><input type="radio"/></td> <td>Camping</td> <td><input type="radio"/></td> <td>Children Ministry</td> <td><input type="radio"/></td> <td>Graphic Design</td> </tr> <tr> <td><input type="radio"/></td> <td>Music / Worship</td> <td><input type="radio"/></td> <td>Pastor / Clergy</td> <td><input type="radio"/></td> <td>Public Relations</td> </tr> <tr> <td colspan="2">Communications</td> <td colspan="2">Education</td> <td colspan="2">Education</td> </tr> <tr> <td><input type="radio"/></td> <td>Youth Pastor / Worker</td> <td><input type="radio"/></td> <td>Artist</td> <td><input type="radio"/></td> <td>Principal/School Administrator</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td><input type="radio"/></td> <td>Human Resources</td> <td><input type="radio"/></td> <td>Student</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td><input type="radio"/></td> <td>Radio / TV</td> <td><input type="radio"/></td> <td></td> </tr> <tr> <td colspan="2">Education</td> <td colspan="2">Education</td> <td colspan="2">Education</td> </tr> <tr> <td><input type="radio"/></td> <td>Educator</td> <td><input type="radio"/></td> <td>Librarian</td> <td><input type="radio"/></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>Professor</td> <td><input type="radio"/></td> <td>Science Teacher</td> <td><input type="radio"/></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>Teacher</td> <td><input type="radio"/></td> <td>TESOL</td> <td><input type="radio"/></td> <td></td> </tr> </table>	Select	Job Title List	Select	Job Title List	Select	Job Title List	Agriculture		Church Related		Communications		<input type="radio"/>	Agronomist	<input type="radio"/>	Farmer	<input type="radio"/>	Horticulture	<input type="radio"/>	Veterinarian			<input type="radio"/>	Missionary	Church Related		Communications		Education		<input type="radio"/>	Camping	<input type="radio"/>	Children Ministry	<input type="radio"/>	Graphic Design	<input type="radio"/>	Music / Worship	<input type="radio"/>	Pastor / Clergy	<input type="radio"/>	Public Relations	Communications		Education		Education		<input type="radio"/>	Youth Pastor / Worker	<input type="radio"/>	Artist	<input type="radio"/>	Principal/School Administrator	<input type="radio"/>		<input type="radio"/>	Human Resources	<input type="radio"/>	Student	<input type="radio"/>		<input type="radio"/>	Radio / TV	<input type="radio"/>		Education		Education		Education		<input type="radio"/>	Educator	<input type="radio"/>	Librarian	<input type="radio"/>		<input type="radio"/>	Professor	<input type="radio"/>	Science Teacher	<input type="radio"/>		<input type="radio"/>	Teacher	<input type="radio"/>	TESOL	<input type="radio"/>	
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<input type="radio"/>	Teacher	<input type="radio"/>	TESOL	<input type="radio"/>																																																																																							

Then press **Display Enquirers** button at bottom of page.

The search results will display a list of names meeting these criteria. By clicking on a name, the Enquirer's full profile will be displayed, with an email link for quick contact.

5.3. Supersearches

This function allows you to search on a wider variety of criteria. You can select any or all of the following:-

- Bible training
- State
- Citizenship
- Age
- Marital Status
- Funding Status
- Process stage
- Time Commitment
- World Region
- Years when Available
- Ministry Preferences

Select your desired criteria, then select the **Search** button, at the bottom of the page.

The search results will display a list of names meeting these criteria. By clicking on a name, the Enquirer's full profile will be displayed, with an email link for quick contact.

Super Search for Enquirers

This utility identifies enquirer profiles according to their stated preferences.

Training:

Include in this search people that claim some Bible training:

Have formal Bible training
 Have equivalent to 1 year Bible school training

From Australian State:

Include in this search people that live in the following state:

Optional: Further filter by
-- Select One --

Citizenship:

No Australia citizenship filter
 Is an Australian citizen
 If Married, both Australian Citizens

Notes:

If there are particular searches you will use frequently, you may save these selection criteria as Named Searches.

These will display as a list at the top of this page.

Select the saved search you want, click **Use Selected Search**, and the search criteria will be populated with your saved criteria. Add additional criteria if desired, then select the **Search** button, at the bottom of the page.

6. Top Needs Section

Partner agencies can enter up to 5 Top Needs for personnel or opportunities, either as generic positions or specific positions.

Select **Enter/Edit/Delete Top Needs**, and the Top Needs entry page will display. If you have any Top Needs already entered they will be displayed in a List, otherwise this section will be blank. Either select an existing Top Need to edit or delete. If no selection is made, a blank entry screen will appear for you to enter a new Top Need.


partner action

Welcome Back!

[Agency Main Menu](#)

Top Five Personnel Needs

This is an opportunity to list the top five needs in your organization. People will have the option of responding to these directly without submitting a profile.

Organization:	Test
Contact Person (Default):	Lindsay O'Toole
Email Address (Default):	test@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://www.secondwind.net.au
Vacancies Web Address:	http://www.secondwind.net.au/opportunities/swn-positions/

A total of 3 were found. Up to 2 more can be entered.

	Del	Edit	Item#	Job Title	Region	Date Entered	Exp*
<input checked="" type="radio"/>	<input type="radio"/>	Edit	2	test2	West Africa	2015-05-09	163
<input checked="" type="radio"/>	<input type="radio"/>	Edit	3	test3	Multiple Africa	2015-05-09	163
<input checked="" type="radio"/>	<input type="radio"/>	Edit	1	Test Position	East Africa	2015-05-08	162

* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Top Needs. All entries will only be displayed for 6 mths to ensure they are current.

Personnel need number 4 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.

[Enter/Edit/Delete a Top Need](#)
|
[Clear Selection](#)

[Return to the Agency Main Menu page.](#)

Need help? Feel free to [contact the Second Wind Network webmaster](#).

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each position if desired. Each position is displayed for 6 months, after which it will automatically expire and not be displayed in the List Of Top needs as viewed on the SWN & MI Websites.

Check this list regularly, and if you want to renew a position, just open it in the edit screen and save it again. If a position has expired, the Date Entered and Exp* column data will be in **red print** to alert you.

NB: The Top Needs should cover a range of age groups, not just under 40 or over 40s. You should also review these regularly and change the entries to new positions, so that the same old entries are displayed *ad nauseum*. Otherwise enquirers may stop looking for these Top Needs if they are stale. **Be creative!!**

Either select a Top Need to edit (or delete) and click on the **Enter/Edit/Delete** button to display the selected Top Need for editing..

If no selection is made click on the **Enter/Edit/Delete** button to display a "blank" screen for entry of a new Top Need.

partner action																																																				
 Welcome Back! Agency Main Menu	<p>Top Five Personnel Needs</p> <p>Below list or edit one of your top five personnel requirements: (Use proper capitalization and punctuation for a professional appearance.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Need Number:</td> <td>478</td> <td style="width: 15%;">1 of a maximum of 5</td> </tr> <tr> <td>Organisation Name:</td> <td colspan="2">Test Agency</td> </tr> <tr> <td>Contact Name:</td> <td colspan="2">Lindsay</td> </tr> <tr> <td>Email Address:</td> <td>test@secondwind.net.au</td> <td>info & websites</td> </tr> <tr> <td>Contact Phone:</td> <td>07 3843610</td> <td>(can be edited)</td> </tr> <tr> <td>Organisation Web Address:</td> <td colspan="2">http://www.secondwind.net.au</td> </tr> <tr> <td>Vacancies Web Address:</td> <td colspan="2">http://www.secondwind.net.au/opportunities/</td> </tr> <tr> <td colspan="3"><small>(This web address should state the webpage of this opportunity or your list of opportunities.)</small></td> </tr> <tr> <td>Job Title:</td> <td colspan="2">Test Position</td> </tr> <tr> <td>Region of World:</td> <td colspan="2"> <input type="button" value="click to view list"/> Multiple Regions </td> </tr> <tr> <td>Country: (optional)</td> <td colspan="2"> - Optional - -- Select One -- </td> </tr> <tr> <td>If Au, Select State:</td> <td colspan="2"> Not Sure Raise/provide own support </td> </tr> <tr> <td>Approx Time Commitment:</td> <td colspan="2"> SUPPORT ROLE </td> </tr> <tr> <td>Support Type:</td> <td colspan="2"> General Category: <input type="button" value="click to view list"/> brief & completing SHORT description goes in here to encourage enquirers to investigate further, on next detailed page section on the next page. </td> </tr> <tr> <td>Short Description:</td> <td colspan="2"> <small>(brief and compelling - 500 characters max.)</small> <small>This description is displayed on first summary page only but may be repeated in the main details section on the next page.</small> </td> </tr> <tr> <td>Full Description:</td> <td colspan="2"> <small>Please check spelling and punctuation.</small> <small>Not displayed on Summary page</small> </td> </tr> <tr> <td colspan="3"> Full Position description to go in here - with sufficient detail to encourage an enquirer to email an enquiry. </td> </tr> </table>	Need Number:	478	1 of a maximum of 5	Organisation Name:	Test Agency		Contact Name:	Lindsay		Email Address:	test@secondwind.net.au	info & websites	Contact Phone:	07 3843610	(can be edited)	Organisation Web Address:	http://www.secondwind.net.au		Vacancies Web Address:	http://www.secondwind.net.au/opportunities/		<small>(This web address should state the webpage of this opportunity or your list of opportunities.)</small>			Job Title:	Test Position		Region of World:	<input type="button" value="click to view list"/> Multiple Regions		Country: (optional)	- Optional - -- Select One --		If Au, Select State:	Not Sure Raise/provide own support		Approx Time Commitment:	SUPPORT ROLE		Support Type:	General Category: <input type="button" value="click to view list"/> brief & completing SHORT description goes in here to encourage enquirers to investigate further, on next detailed page section on the next page.		Short Description:	<small>(brief and compelling - 500 characters max.)</small> <small>This description is displayed on first summary page only but may be repeated in the main details section on the next page.</small>		Full Description:	<small>Please check spelling and punctuation.</small> <small>Not displayed on Summary page</small>		Full Position description to go in here - with sufficient detail to encourage an enquirer to email an enquiry.		
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The Contact Information is prefilled from your Agency Profile, but can be edited to suit each particular Top Need Entry.

The **labels** “Regions of the World” & “General Category” are links to HELP pages which describe in more detail what countries or job types these relate to.

Use the **Vacancies web address** to link to either your website’s list of vacancies, or better still to the page describing this particular position.

Ensure that the **Short Description** is succinct but compelling so that, it will provide sufficient information for an Enquirer to want to investigate further. It is displayed in the first page that enquirers can view, and the Full Description is displayed on the next page with a lot more information including an email enquiry form.

Enter a much longer Job Description in the **Full Description** box, which will provide an enquirer with sufficient information to want to pursue the enquiry further, including sending an enquiry email. You can repeat the Short description as part of this, at your discretion.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

If you notice an error, it is best NOT to Go Back, but Save the entry and then edit it - otherwise you may lose the changes/new data you have entered.

<p>Agency Main Menu</p>	<p>Top Five Personnel Needs</p> <p>The following information is now proposed for top need ID = 3 One more click is needed below to accept the "top needs" entry or edit.</p> <p>Organization Key Contact Data (for this need): Organization: Second Wind Network Contact Person: Lindsay Fell Email Address: info@secondwind.net.au Contact Phone: 07 38436610 Contact State: QLD Web Address: http://www.secondwind.net.au</p> <p>Below is information entered for one of your top five personnel requirements:</p> <table><tr><td>Job Title:</td><td>Public Relations Coordinator</td></tr><tr><td>Region of World:</td><td>Australia</td></tr><tr><td>Country:</td><td>Australia</td></tr><tr><td>If Australia, Select State:</td><td>QLD</td></tr><tr><td>Approx Initial Time Commitment:</td><td>Part time (locally in Australia)</td></tr><tr><td>Position Support Type:</td><td>Raise/provide support</td></tr><tr><td>General Category:</td><td>SUPPORT ROLE</td></tr><tr><td colspan="2">Description:</td></tr><tr><td colspan="2">SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage</td></tr></table> <p>"Accept" if the information is correct. If not, click the back button to edit. (You can always return and edit or delete this item at any time.)</p> <p style="text-align: center;"><input type="button" value="Accept"/></p> <p>Click here to start over. No data will be saved.</p>	Job Title:	Public Relations Coordinator	Region of World:	Australia	Country:	Australia	If Australia, Select State:	QLD	Approx Initial Time Commitment:	Part time (locally in Australia)	Position Support Type:	Raise/provide support	General Category:	SUPPORT ROLE	Description:		SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage	
Job Title:	Public Relations Coordinator																		
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SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage																			

If the information requires correction or further editing, do not Click to start over, as no data or changes will be accepted (if first entry, you will lose all data). It is better to Accept the info, then select it from the List of Top Needs and edit it to suit.

A final confirmation screen will also display with a prompt to either enter /edit another or retrun to the main menu.

Go to [Opportunities / Top Needs](#) on either website to see how the list of Opportunities is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.

See next page for examples of the display:

HOME GET INVOLVED OPPORTUNITIES EVENTS STORIES RESOURCES PARTNERS CHURCHES ABOUT US CONTACT

Return to Top Needs Entry Page

Second Wind Mission Matching

RANGE OF TOP IMMEDIATE NEEDS IN MISSIONS — ORDERED BY ORGANISATION

In this area you can view the five top urgent and immediate needs of each partner organisation ordered by Organisation.

Select the positions you are interested in, then click the **Display Summary of Selections** button at the bottom of this page, to view details of each position.

A total of 2 mission job opportunities will be displayed.

MANAGEMENT

Australia

Job Title: National Director
Region: Australia
Country: Australia (Any State)
Service: Long term

Agency: Second Wind Network
Entry Date (Y-M-D): 2014-04-11

Short Description:

A strategic leadership opportunity exists with Second Wind Network for a mature enthusiastic Christian individual or couple with a call to serve in international mission or mission administration, to take on the role of National Director(s).

Click on the "Details" button to investigate further, and to send a pre-formatted email enquiry to the organisation.

SEE DETAILS

SUPPORT ROLE

Multiple Regions

Job Title: Test Position
Region: Multiple Regions
Service: Not Sure

Agency: Test Agency
Entry Date (Y-M-D): 2014-04-16

Short Description:

brief & completing SHORT description goes in here to encourage enquirers to investigate further, on next detailed page

Click on the "Details" button to investigate further, and to send a pre-formatted email enquiry to the organisation.

SEE DETAILS

Click on "Details" for any job assignment to investigate further, and to send a pre-formatted email enquiry to the organisation.

[Click here to display a new list.](#)

[View top missionary needs](#)

[Search by region and/or job category](#)
[Sort by job title](#)
[Sort by organization](#)
[Sort by region of the world](#)

Initial Display
of selected
Top Needs

Short Description
only displayed

[View Full List of Top Needs](#)

Second Wind Mission Matching

DETAIL OF AN IMMEDIATE TOP NEED IN MISSIONS

Organization: Test Agency (test)

Contact Name: Lindsay Email: test@secondwind.net.au
Phone: 07 38436610
Web Address: <http://www.secondwind.net.au>

Jobtitle: Test Position Region & Country: Multiple Regions
Service: Not Sure Position Type: Raise/provide support
Category: SUPPORT ROLE Entry Date (Y-M-D): 2014-04-16

Position Description

Full Position description to go in here - with sufficient detail to encourage an enquirer to email an enquiry.

Blurb
Blurb
Blurb
Blurb
Blurb
Blurb

Please send us an email to find out more or to apply for this position.

This need and many other needs available on Test Agency Vacancies website <http://www.secondwind.net.au/opportunities/swn-positions/>

1) Call Lindsay at 07 38436610 workday hours or
2) For comments, questions, or more information about this or similar assignments with
Test Agency , please fill out the inquiry form below.

(* Required Field)

Email to:
Subject:

*Your Name:
*Your email address:
Your city:
Your state:
(and country, if not Australia)
Your phone:
*Your Message:

Full Detailed
Display of an
individual
Top Need

Full Job
Description is
displayed

Preformatted
email enquiry
form

7. Teams Section NEW FACILITY

Partner agencies can enter up to 5 Short Term Teams , either as generic or specific entries.

Select **Enter/Edit/Delete Teams**, and the Teams entry page will display. If you have any Teams already entered they will be displayed in a List, otherwise this section will be blank. Either select an existing Team to edit or delete. If no selection is made, a blank entry screen will appear for you to enter a new Team. (*Entry is very similar to the Top Needs section*)



Welcome Back!
Agency Main Menu

partner action

Short Term Teams

This is an opportunity to list up to five short term teams in your organisation. People will have the option of responding to these directly without submitting a profile.

Default Contact Information (taken from Ministry Profile)

Organization:	Test
Contact Person (Default):	Lindsay O'Toole
Email Address (Default):	test@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://www.secondwind.net.au
Teams Page Web Address:	

One (1) record was found. Up to 4 more can be entered.

Today is 2015-05-26

Del	Edit	Item#	Job Title	Region	Team Date	Exp*
<input checked="" type="button"/>	<input type="button"/>	1	Test Agency team 1	North Africa	2015-05-01	-25

* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Short term Teams. All entries will only be displayed while Team Date is in the future to ensure they are current.

Any items with the Team Date & Exp in red have therefore expired and do not display. The red number indicates the no of days since expiration. Please either delete or review and edit, if necessary, then accept the listing.

Team number 2 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.

Enter/Edit/Delete a Short Term Team Clear Selection

Return to the [Agency Main Menu](#) page.
[View the Teams display page \(temporary\)](#) (Will be opened in a new window).

Need help? Feel free to [contact the Second Wind Network webmaster](#).

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each team if desired. Each team is displayed until its Expiry date (Team Date), after which it will not be displayed in the List Of Teams as viewed on the SWN & MI Websites.

Check this list regularly, and if you want to renew a team, just open it in the edit screen and save it again. If a team has expired, the Team Date and Exp* column data will be in **red print** to alert you.

NB: The Teams should cover a range of age groups, not just under 40 or over 40s. You should also review these regularly to ensure they are current.

Either select a Team to edit (or delete) and click on the **Enter/Edit/Delete** button to display the selected Team for editing..

If no selection is made click on the **Enter/Edit/Delete** button to display a "blank" screen for entry of a new Team.

The Contact Information is prefilled from your Agency Profile, but can be edited to suit each particular Team Entry.

Teams Web address must be filled in if available each team

The **label** "Regions of the World" is a link to HELP page which describe in more detail what countries these regions relate to.

Use the **Teams web address** to link to either your website's list of teams, or better still to the page describing this particular team.

Ensure that the **Short Description** is succinct but compelling so that, it will provide sufficient information for an Enquirer to want to investigate further. It is displayed in the initial list that enquirers can view, and the Full Description is displayed further down the page.

Enter a much longer Team Description in the **Full Description** box, which will provide an enquirer with sufficient information to want to pursue the enquiry further, including sending an enquiry email. The Short Description is displayed again as part of the Team Name, so this text should not be repeated in the Full Description.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

If you notice an error, it is best NOT to Go Back, but Save the entry and then edit it - otherwise you may lose the changes/new data you have entered.

partner action																											
 Welcome Back! Agency Main Menu	<p>Short Term Teams</p> <p>The following information is now proposed for team ID = 1 One more click is needed below to accept the "teams" entry or edit.</p> <p>Organisation Key Contact Data (for this team):</p> <table> <tr><td>Organisation:</td><td>Test</td></tr> <tr><td>Contact Person:</td><td>Lindsay O</td></tr> <tr><td>Email Address:</td><td>test@secondwind.net.au</td></tr> <tr><td>Contact Phone:</td><td>07 38436610</td></tr> <tr><td>Organisational Web Address:</td><td>http://www.secondwind.net.au</td></tr> <tr><td>Teams Web Address:</td><td>http:// www.secondwind.net.au/nepalteam</td></tr> </table> <p>Below is information entered for one of your short term teams:</p> <table> <tr><td>Job Title:</td><td>Test Agency team 1</td></tr> <tr><td>Region of World:</td><td>West Africa</td></tr> <tr><td>Country:</td><td>Chad</td></tr> <tr><td>If Australia, Select State:</td><td>ACT</td></tr> <tr><td>Approx Initial Time Commitment:</td><td>Short 1 - 3 months</td></tr> <tr><td>Team Date (YYYY-MM-DD):</td><td>2015-05-01</td></tr> <tr><td>Team Date in text:</td><td>1st November 2015</td></tr> </table> <p>Short Description for List: blurb</p> <p>Full Job Description for Full Details: blurb</p> <p>"Accept" if the information is correct. If not, do NOT click the back button to edit as no new data or changes will be saved. Accept the information as it is, then re-select this item from the list of Teams and edit or delete it at any time.</p> <p>Accept</p> <p>Click here to start over. No new data or changes will be saved.</p> <hr/> <p>Need help? Feel free to contact the Second Wind Network webmaster.</p>	Organisation:	Test	Contact Person:	Lindsay O	Email Address:	test@secondwind.net.au	Contact Phone:	07 38436610	Organisational Web Address:	http://www.secondwind.net.au	Teams Web Address:	http:// www.secondwind.net.au/nepalteam	Job Title:	Test Agency team 1	Region of World:	West Africa	Country:	Chad	If Australia, Select State:	ACT	Approx Initial Time Commitment:	Short 1 - 3 months	Team Date (YYYY-MM-DD):	2015-05-01	Team Date in text:	1st November 2015
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Team Date in text:	1st November 2015																										

If the information requires correction or further editing, do not Click to start over, as no data or changes will be accepted (if first entry, you will lose all data). It is better to Accept the info, then select it from the List of Top Needs and edit it to suit.

A final confirmation screen will also display with a prompt to either enter/edit another or return to the main menu.

Go to [Opportunities / Teams](#) on either website to see how the list of Teams is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific team advertised.

See next page for examples of the display:

Short Term Teams | Second Wind: Partner Agency... | Web Site Administration

Join a prayer team in the Mekong region or disciple local believers through Bible Storying.

OMF – Third Culture Kids Ministry in Thailand (June-July)
If you love kids and want to meet and serve lots of missionaries, you can join a big OMF conference in Thailand for 2 weeks in the middle of the year.

WorldShare – Indonesia team in June (June 12th-21st)
Team members urgently required! Here's a wonderful opportunity to reach Uni Students through teaching English.

WorldShare – Short-term team Opportunities 2015 (Next teams in June)
You can help WorldShare Partners in many different countries through participating in one of their varied Short-term teams - medical, kids ministry, conversational English, and more.

Wycliffe Associates – Work Part Opportunities 2015 (New teams in 2015)
Wondering how to support Bible translation? Join a Wycliffe Work party and make a difference.

Wycliffe – English Tutoring for Mother Tongue Translators (June & Sept/Oct. 2015; Feb/Mar 2016 (see below))
In South Asia, there are many ethnic groups crying out to be given the Word of God in their own language. But the translators need basic English tutoring.

CCCA Global Aid Network (GAiN) Medical Short term trips 2015
Further trips are planned for 2015 Medical & non-medical volunteers both needed. Register your interest NOW!

SE Asia May & September

Global Aid Network (GAiN) Australia is a ministry of Campus Crusade Australia. We provide medical help to the needy as well as medications and humanitarian aid as we spread the good news of the Gospel. Please note that you need not be a medical practitioner nor be involved in any field of medicine to be able to participate in this trip. We welcome people who are willing to serve the poor and the needy in any capacity ie Crowd Control, Administration, Nurses, Doctors, Pharmacists, Optometrists, Dentists, Translators & Children's Ministry.

PHILIPPINES Medical Mission 23 Feb-8 March.
CAMBODIA Medical Mission on 2-17 May
INDIA Medical Mission on 7-20 September
Maybe VANUATU

If you are interested, please contact the GAIN office & ask for an application form for the particular mission trip you are interested in. GAIN will keep you posted about the upcoming opportunities.

More details: Jiji Skariah jiji.skariah@globalaid.net.au (02)8628 0636 or 0414 157 916
Website: <http://globalaid.net.au/opportunities/>

 [Back to List](#)

7. Email Enquiries Generated From The Enquirer's Profile

If an enquirer sends a pre-formatted email enquiry it will contain a link to their profile. Following is an example of what you will see in the email message:

To view a summary profile for A & B Cxxx click on the link below or enter the link into a new browser window.
<http://www.secondwind.net.au/user/profile.php?Code=4f9fecabbd77fba02d2497f880f44e6f>

By clicking on the link, you will be able to view the Enquirer's profile immediately, without having to first log in. However it will not show any matching information.

This email message can be forwarded to others in your organisation and the link will remain active.

Alternatively you can forward the whole profile.

Open the profile in your browser.

Select: File, Send, Page by email (IE) or Send Link (Firefox).

The profile or weblink will then be incorporated in the body of your email message.

Note: This does not happen for enquiries generated from the Top Needs section, as there is no link from this to an Enquirer's profile. Enquirers do not have to first enter a profile to access the Top Needs section.

8. Other Information

If too much time elapses after login without any activity, the session will time out, and you will have to log back on again before performing any other functions.

Each partner agency is normally set to be active until 30 June the following year. This expiry date will be reset administratively upon renewal of partnership for a new year.

Please give us feedback. We welcome all feedback both on contents and on processes. We are particularly interested to know if there are any other Ministry Opportunities, Languages, Time Periods or World Regions, and are planning to adjust it according to agency feedback.

Contact Details

Email: admin@secondwind.net.au

Phone: (07) 38436610 or 0409 498 449

Skype: second_wind_network

The most up-to-date version of this manual can always be downloaded from our website at

<http://www.secondwind.net.au/partners/> or

http://www.secondwind.net.au/documents/Full_Partner_Manual.pdf